

Apprenticeships with Kent County Council



***Let's talk Off
the Job
Training!***

Although called off the job training – learners do not need to take time away from their day-to-day job role.

They can use this requirement however to focus on learning new skills and undertaking new duties, within their current role.

The minimum off the job training requirements for full time apprentices are 20% of a 30 hour week (or 6 hours per week).

For a part time apprentice, the requirement remains 20% of their working hours.

In order for the OTJT to meet requirements, it must be:



Completed during paid working hours



Not include English & Maths activities



Recorded on Aptem



Increased confidence in own job role

The benefits of off the job training



Opportunity to upskill team members everyday



Improves team members knowledge across the board



Provides guidance for 1-1s & reviews

What could be included?

We will work with you and your apprentice to plan development activities outside of their normal day to day working environment which will help support them in achieving their apprenticeship.



Team/staff meetings



Course relevant research



Note writing



Attending events



Formal handovers